

Case Writeup Review, Approval, and Submission Procedures (effective FY 2005)

1. Research Position Evaluation (RPE) Staff schedules case for panel review and issues formal notice to Area Office, establishing official Area Office and RPE Staff cutoff dates for final writeup.
2. Area Office notifies scientist and establishes date for submission of **draft** writeup for preliminary review (NLT 30 calendar days before official cutoff date).
3. Researcher drafts case writeup, adhering to format and content specifications in Manual 431.3-ARS.
4. Research Leader (RL) reviews draft for format adherence, completeness, and accuracy, and returns to researcher for revision.
5. Researcher revises draft and returns to RL, who forwards draft through line management to Area Office.
6. Area Office staff reviews draft for format and administrative compliance, then Area Director (AD) or designee reviews the draft for technical content/accuracy and makes recommendations for improvement or directs changes in event of noncompliance with Manual specifications.

Note: Major disagreement over writeup content will be resolved by the AD as provided in P&P 431.3-ARS, Section 8.

7. Area Office returns draft through line management to the RL, who supervises finalization by the researcher.

Note: Above steps may be accomplished using any media (hard copy or electronic) the Area Office desires.

8. Incumbent and RL sign ARS-514 certifying completeness and accuracy, RL signs AD-332, then forwards writeup package through line management to AD for approval and signature. Case package submission media are specified in the table below.

Case Package Submission Media	
Document	Medium
<ul style="list-style-type: none"> • ARS-514, case writeup cover sheet • AD-332, p.d. cover sheet 	<ul style="list-style-type: none"> • Paper • Original signatures required • Not distributed by RPE Staff
<ul style="list-style-type: none"> • ARS-570, IDR Contact Sheet • ARS-229, Special Form-RGEG Factor IV (for SG Panel only) 	<ul style="list-style-type: none"> • Converted to PDF format; on CD • Converted to PDF format; on CD
<ul style="list-style-type: none"> • Factors I-IV (body of writeup) 	<ul style="list-style-type: none"> • Converted to PDF format; on CD
Type exhibit <ul style="list-style-type: none"> • Journal article/report • Supporting statement • Book • Model on disc • Videotape 	<ul style="list-style-type: none"> • PDF scanned; on CD • PDF scanned; on CD • Hard copy for IDR; PDF-scanned title page and TOC on CD for other panelists • Disc • Videocassette

9. Area Office mails final approved case package on CD to RPE Staff for review and distribution. **Place only one case package on each CD.**

Note: It is no longer necessary to mail a separate copy of the publications list to the National Agricultural Library when you submit your case writeup.

10. RPE Staff reviews case package for completeness and compliance with Manual specifications; notifies Area Office by e-mail of noncompliant section(s) requiring revision.

Note A: The Associate Administrator for Research Operations and Management (AA-ROM) will hold Area Offices strictly accountable for writeup compliance with Manual specifications. **No entry at variance with prescribed format will be accepted. Noncompliant writeups will not be accepted by the Area Office.** Delays due to improper case preparation may cause cutoff dates to be missed and result in panel review being rescheduled.

Note B: RPE Staff will track and report quarterly to the AA-ROM the number of instances of noncompliant cases from each Area Office.

11. RPE Staff consolidates the CD's for each case assigned to a given panel, copies all cases onto a single master CD, duplicates the master, and mails to individual panelists along with any "hard" exhibits (books, videocassettes, etc.).

For information on new case writeup format and content rules, see
"Changes in Case Writeup Format/Content (effective FY 2005)."

(RPE Staff 8/18/04)